

January 2006

RE: EDEExpress for Windows 2006-2007, Release 1.0

Dear EDEExpress Users:

We are pleased to announce the availability of EDEExpress for Windows 2006-2007, Release 1.0. This is the initial software release for the 2006-2007 award cycle. This letter describes general changes to EDEExpress, as well as enhancements to the following components in this release of the software:

- Application Processing
- Packaging
- Global functionality (such as Security setup, Document Tracking, and User Database)

We are including the following information in this letter:

- A list of product enhancements
- Results gathered from EDEExpress benchmark testing
- Reminders on backing up and optimizing your EDEExpress database

Note: At this time, the U.S. Department of Education's Fiscal Year 2006 Appropriation has not been approved. Therefore, the 2006-2007 Pell Payment Schedule included in Release 1.0 is based upon the current \$4050 maximum Pell Grant. After ED's Fiscal Year 2006 Appropriation is finalized, we will update, if necessary, the Pell Grant Payment Schedule through a future release of EDEExpress. If you use the EDEExpress Packaging module to award Pell Grants, you may want to wait until it is known if the Pell Payment Schedule will change.

How to Get the Software and Documentation

You can download Release 1.0 and related user documentation from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov.

Instructions for downloading EDEExpress are located in the "Downloading Documentation and Software from the FSAdownload Web Site" section of the *2006-2007 Installation Guide for EDEExpress for Windows*.

If you have trouble accessing the FSAdownload Web site, contact CPS/SAIG Technical Support at **800/330-5947**, **TDD/TTY 800/511-5806**, or by e-mail at CPSSAIG@ed.gov.

Note: Some organizations restrict their users from downloading programs from Internet sites. If you have trouble downloading, contact your technical support staff to ensure that you have full download rights.

Important Installation Alert

If you use Windows 2000 or Windows XP, you must be an Administrator on your workstation to install EDEExpress. If you are not an Administrator, you will receive a warning when you try to install EDEExpress. After an Administrator has installed EDEExpress, you can run EDEExpress for Windows 2006-2007 as a member of the Power Users group. If your database is on a network server, you must be a Power User or higher on the network (or domain) as well as on your workstation. There are no workarounds for these Windows rights issues. Consult with your school's technical department if you receive a warning that an Administrator must install the EDEExpress software.

If You Have Technical Support Questions

If you have questions regarding EDEExpress, such as installation issues, software problem resolution, or software functionality, or if you need technical assistance, contact CPS/SAIG Technical Support.

You can reach CPS/SAIG Technical Support Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947 (TDD/TTY 800/511-5806)**. You can also send e-mail inquiries, comments, or suggestions to CPSSAIG@ed.gov. A representative will respond within 24 business hours.

You can also post questions regarding EDEExpress on our e-mail listserv, FSATECH. FSATECH is an e-mail listserv for technical questions about the U.S. Department of Education's Federal Student Aid (FSA) systems, software, and mainframe products.

For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs & Mailing Lists: FSATECH Web site at:

ed.gov/offices/FSA/services/fsatechsubscribe.html

Note: Make sure you include your telephone number in your message in case we need additional information. We will research your question and post our response to the listserv so that everyone can benefit from the information.

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EDEExpress for Windows 2006-2007, Release 1.0

EDEExpress for Windows 2006-2007, Release 1.0 consists of two software modules:

- Application Processing
- Packaging

In addition, Global functionality applicable to all modules, such as Security setup, Document Tracking, and User Database setup and entry, is added during any installation of EDEExpress.

EDEExpress for Windows 2006-2007, Release 2.0 (scheduled for release in March 2006) will add Pell and Direct Loan functionality.

Release 1.0 does not overwrite your EDEExpress for Windows 2005-2006 database; instead, it creates an entirely new and separate database.

Product Updates for Section 508 Compliance

EDEExpress 2006-2007 contains updates to software grids, field labels, and help text to ensure compatibility with screen reader technology used by the visually impaired, in compliance with Section 508 of the Rehabilitation Act.

Screen reader software cannot interpret color shading in EDEExpress software entry fields or directly read the contents of software grid cells. To accommodate these restrictions, EDEExpress users will notice the following major changes:

- All software fields that are shaded yellow to indicate they are required will now also display a “-R” after the software label. The “-R” indicates the field is required.
- All software fields that are shaded blue after a previously saved value has been modified will now also display a “-C” after the software label. The “-C” text indicates the field has been changed. If the change is made to a field that is shaded yellow, the “-C” text will replace the “-R” text after the label.
- All software grids now display floating text descriptions of the contents of grid cells when cells are selected. The text appears one cell above (or one cell below, for cells in the first line of the grid) the selected cell. The text lists Row number, Column title, and (if applicable) the current Value. Clicking once in a cell, or using the Tab key or arrow keys to move to a cell, displays the text. Clicking a second time hides the text.

The first time you log into EDEExpress, the default user ID and password is SYSADMIN. The system then prompts you to change the default password by entering a new password and verifying it. Floating text is always enabled for the SYSADMIN user ID and always appears on the Startup Information dialog box. For all users other than SYSADMIN, floating text is disabled by default. To enable it, select the **Enable 508 Grid Functionality?** checkbox on the Security Users dialog box. To disable the floating text, go to **Tools, Setup, Global, Security Users** and create a new user ID and password. Exit the software, and then log back in with your new user ID and password.

Note: Users will always see the “-R” and “-C” text added to software fields.

Product Enhancements

The following product enhancements have been incorporated into EDEExpress for Windows 2006-2007, Release 1.0.

General Changes

- Year indicators and date ranges have been updated for the 2006-2007 award year.
- Data fields have been modified to reflect the changes in the new 2006-2007 FAFSA.
- The EDEExpress software’s Windows icon and splash screen have been color-coded blue to match the 2006-2007 FAFSA form.

Global

The following enhancements have been made to EDEExpress for Windows 2006-2007 Global functionality (applicable to all EDEExpress releases):

Security

- **508 Grid Functionality Checkbox Added.** We added a checkbox, Enable 508 Grid Functionality?, to Security Users setup. This checkbox allows administrators to activate floating text descriptions of cell contents in software grids for staff who are using screen reader technology. Selecting this checkbox activates the floating text for a specific user ID, while clearing the checkbox deactivates the floating text for a specific user ID for all grids except the Startup Information dialog box. Floating text is always enabled for the SYSADMIN user ID and always appears on the Startup Information dialog box. For all users other than SYSADMIN, floating text is disabled by default.

- **FAA Access Setup Security Added.** For added security, we modified Security Groups setup to enable administrators to grant or deny access to the FAA Access setup screen for particular Security Groups. EDEExpress users associated with a Security Group that does not have rights to view FAA Access setup will not be able to view or modify the FAA Access setup dialog box.

Prior Year Import

- **Prior Year Global Setup Fields Added:** Prior Year User-Defined Queries, Setup, and File Formats Import now imports values for the following Global setup fields (listed by Global setup area) from the prior year's EDEExpress database:
 - FAA Access setup: All fields
 - System setup: Default E-mail Address and Default Address
 - Security Users setup: Automatically Transmit?
- **Prior Year Global File Format Import.** Prior Year User-Defined Queries, Setup, and File Formats Import now imports Global File Formats and associated fields from the prior year's EDEExpress database.
- **Prior Year File Format Field Count Limitation Added.** Prior Year User-Defined Queries, Setup, and File Formats Import no longer allows the import of a File Format from the prior year's EDEExpress database if more than 255 EDEExpress fields are selected in the File Format. In prior versions of EDEExpress, using a File Format with more than 255 fields resulted in software errors during the External Export process.
- **Prior Year Demographic Data Import.** Prior Year Demographic Data Import now imports values for the Demo tab fields E-mail Address 2 and Country Code from the prior year's EDEExpress Database.

Other Imports

- **Import and Export Files Automatically Backed Up.** EDEExpress automatically backs up your files rather than prompting you to back them up when 1000 files of the same message class already exist in the import or export directory. If EDEExpress determines that 1000 files of the same message class already exist, the software creates a backup subdirectory called BACKUP in your existing data directory and automatically moves the files into it. This prevents previously imported or exported files from being overwritten when you import or export new files.

Setup

- **File Formats Restricted to 255 Fields.** We modified File Format setup for all EDEExpress modules to allow users to add a maximum of 255 fields to each unique File Format. In prior versions of EDEExpress, using a File Format with more than 255 fields resulted in software errors during the External Export process.

Entry

- **Labels Modified for Yellow-Shaded Required Fields.** As part of the overall update of EDESuite software for Section 508 compliancy, all software fields that are shaded yellow to indicate they are required for the given tab, dialog box, or process now display “-R” after the label. Certain required fields, particularly those required in some circumstances but not others, are not displayed with yellow shading, and hence will not display the “-R” as part of the field label, even though the fields must be entered before a given process or function can be run.
- **Labels Modified for Blue-Shaded Modified Fields.** As part of the overall update of EDESuite software for Section 508 compliancy, all software fields that change to blue shading after a change is saved to a previous value in the field now display “-C” after the field label. The “-C” text only appears as part of the label after the change is saved. If the change is made to a field that is shaded yellow, the “-C” text replaces “-R” after the label.
- **Floating Text Added to Software Grids:** As part of the overall update of EDESuite software for Section 508 compliancy, software grids now display floating text descriptions of the contents of grid cells when cells are selected. The text appears one cell above (or one cell below, for cells in the first line of the grid) the selected cell. The text lists Row number, Column title, and (if applicable) the current Value. Clicking once in a cell, or using the Tab key or arrow keys to move to a cell, displays the text. Clicking a second time hides the text. Floating text is always enabled for the SYSADMIN user ID and always appears on the Startup Information dialog box. For all users other than SYSADMIN, floating text is disabled by default. To enable it, select the Enable 508 Grid Functionality? checkbox on the Security Users dialog box. To disable the floating text, you may go to Tools, Setup, Security Users and create a new user ID and password. Exit the software, and then log back in with your new user ID and password.

Reports

- **Student Summary Report Displays Cents for Pell Awards.** We updated the Pell Grants section of the Student Summary report to print Pell award amounts in both dollars and cents. Previously, this report only displayed whole dollar values for Pell awards.

Application Processing

The following enhancements have been made to the EDEExpress for Windows 2006-2007, Release 1.0 Application Processing module:

General

- **References to IRS Telefile Removed.** We removed all references and functionality in EDEExpress related to the response of *Telefile* for Type of Tax Form Used (for student or parent). Telefile has been discontinued by the Internal Revenue Service (IRS) as of August, 2005.
- **DRN not Included in ISIR file.** The Data Release Number (DRN), which was field 137 in 2005-2006 ISIR files, has been changed to Filler. The DRN value will no longer be included in the ISIR file or printed on the ISIR, although the DRN will continue to be used in the same fashion as prior cycles. In the past the DRN was included on a student's ISIR if the school submitted the original FAFSA electronically.
- **References to Paper Renewal FAFSA Removed.** Due to the elimination of the paper Renewal FAFSA form for 2006-2007, EDEExpress no longer displays or prints *4R – Paper – Renewal Application* as a value for the Application Data Source/Type Code or Transaction Data Source/Type Code fields on ISIR transactions.

FAA Access Interface

- **Link Added for Duplicate PIN Request.** We modified the FAA Access PIN Authentication and Automation Information dialog box to display an I forgot/don't know my PIN link. Clicking this link redirects an EDEExpress user to the Request a Duplicate PIN option on the PIN Registration Web site. After submitting a duplicate PIN request on the PIN Registration Web site, the user receives an e-mail with his or her PIN information within four hours.
- **PIN Expiration Alert Added.** We modified EDEExpress to display a unique message to users whose PINs have expired due to 18 months of inactivity. Users with an expired PIN who submit their security login data on the FAA Access PIN Authentication and Automation Information dialog box will see a message explaining that their PIN is no longer valid. The users are redirected to the PIN Registration Web site to get a new PIN.

Import

- **ISIR Import ID Added to Import Edit Report.** We modified the import edit report generated after an ISIR file is imported to display the Import ID assigned to the ISIR records by EDEExpress.

Reports

- **ISIR Displays and Prints SAR Comment Codes.** In 2006-2007, the CPS is eliminating comment codes and text unique to the ISIR. As a result, EDEExpress now prints ISIRs displaying the same comment codes and text as the SAR.
- **Import File Name Associated with Import ID Displayed.** We modified the Import ID selection criteria grid available for certain Application Processing reports to display the import file name associated with the Import ID assigned by EDEExpress. This change makes it easier for users to filter reports for records associated with previously imported ISIR files.
- **Import ID Added to List-Processed ISIRs Report.** We modified the List-Processed ISIRs report to display the Import ID associated with the records printed on the report if that import ID is selected as criteria on the Print dialog box before running the report.
- **Fields Added to ISIR Print.** We made the following changes to the printed ISIR report:
 - The Rejected Status Change Flag and the Verification Selection Flag labels and values now print in the FAA Information section.
 - “Q99-Q103” prints after the Step Seven label (rather than “Q99-Q104”) to be consistent with the 2006-2007 FAFSA form.
 - The text “Close to or equal to limit” now prints if a value of *C* is present for the Subsidized Loan Limit Flag or the Combined Loan Limit Flag fields.
 - We renamed the NSLDS Aggregate Amount field “FFEL Unallocated Consol. Loans” to “Unallocated Consol. Loans”.
 - The NSLDS Aggregate Amount fields are now ordered as follows: Subsidized Loans, Unsubsidized Loans, Combined Loans, and Unallocated Consolidation Loans.

Packaging

The following enhancements have been made to the EDEExpress for Windows 2006-2007, Release 1.0 Packaging module:

Setup

- **Program Proration Percent Maximum Increased in Academic Year Profile Setup.** Academic Year Profile setup now allows users to enter 100% for the Program Proration Percent field.

- **Fund Maintenance Balance Range Increased.** We modified Fund Maintenance setup to allow users to define a beginning balance and adjustments to the beginning balance of up to \$999,999,999 for a given fund code. Previously these fields were limited to maximum of \$99,999,999. Packaging reports displaying the fund balances have also been modified to accommodate the new maximum fund balance range.

Entry

- **Entry Flexibility Added to Record-Level Budget Changes.** We modified the Awards tab entry to allow users modifying budget amounts at the student record level to change the amount and title in each row in any order. In prior versions, the software required that users change the title first, followed by the amount.

Enrollment for FAA Access to CPS Online

Before using EDEExpress for Windows 2006-2007, Release 1.0 to process Application Processing data, the Destination Point Administrator (DPA) of the TG number you use to send and receive FAFSA and ISIR correction data should verify enrollment is completed for FAA Access to CPS Online Web site services. The DPA should ensure during this process that individual users at your school performing FAFSA or ISIR correction data entry tasks are enrolled for these services.

- **Note:** Your DPA must also enroll individual users at your school for access to the Return of Title IV Funds (R2T4) and ISIR Analysis Tool Web sites, which are part of FAA Access to CPS Online. Once enrollment is complete, users can access these products from the EDEExpress View menu.

Enrollment for FAA Access to CPS Online, R2T4 on the Web, and the ISIR Analysis Tool is accomplished through the SAIG Enrollment Web site, located at fsawebenroll.ed.gov.

EDE and Packaging Technical References

The *EDE Technical Reference* and the *Packaging Technical Reference* contain technical details such as record layouts and valid field contents. The *Packaging Technical Reference* also contains worksheets and import and export information for interfacing EDEExpress Packaging with an external mainframe system.

Both technical references can be downloaded from the FSAdownload Web site located at fsadownload.ed.gov.

EDExpress Benchmarking

We performed benchmarking tests on the EDExpress for Windows 2006-2007, Release 1.0 software to determine how it operates in certain operating environments.

Imports

The benchmarking results for EDExpress import files are as follows:

- These tests were all completed on a Pentium 1.2 GB MHz with 512 MB RAM.
- Records were imported into an empty database.
- The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the Import dialog box to begin the import process until the import statistics are displayed.

Imports Benchmarking Volume

Report	Operating System	Benchmarking Volume	Time Elapsed
ISIR Data	Windows 98	1000	34 seconds
ISIR Data	Windows Me	1000	38 seconds
ISIR Data	Windows 2000	1000	29 seconds
ISIR Data	Windows XP	1000	31 seconds

Reports

The benchmarking results for EDExpress reports and lists are as follows:

- These reports were tested in Windows 98, Windows Me, Windows 2000, and Windows XP on an HP LaserJet 4si printer.
- These tests were all completed on a Pentium 1.2 GB MHz with 512 MB RAM.
- The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the EDExpress Print dialog box and ending when the operating system (Windows 98/Me/2000/XP) Print dialog box appears.
- The Benchmarking Volume is the number of records or approximate number of pages that were printed in the test.

Reports Benchmarking Volume

Report	Operating System	Benchmarking Volume	Time Elapsed
Document Tracking Letter	Windows 98	5 records	1 second
Document Tracking Letter	Windows Me	5 records	1 second
Document Tracking Letter	Windows 2000	5 records	1 second
Document Tracking Letter	Windows XP	5 records	1 second
Mailing Labels	Windows 98	25 records	1 second
Mailing Labels	Windows Me	25 records	1 second
Mailing Labels	Windows 2000	25 records	1 second
Mailing Labels	Windows XP	25 records	1 second
ISIR	Windows 98	5 records	2 seconds
ISIR	Windows Me	5 records	2 seconds
ISIR	Windows 2000	5 records	2 seconds
ISIR	Windows XP	5 records	2 seconds
Processed ISIRs	Windows 98	25 records	1 second
Processed ISIRs	Windows Me	25 records	1 second
Processed ISIRs	Windows 2000	25 records	1 second
Processed ISIRs	Windows XP	25 records	1 second
Award Letters	Windows 98	5 records	1 second
Award Letters	Windows Me	5 records	1 second
Award Letters	Windows 2000	5 records	1 second
Award Letters	Windows XP	5 records	1 second
Packaging Setup	Windows 98	22 pages	1 second
Packaging Setup	Windows Me	22 pages	1 second
Packaging Setup	Windows 2000	22 pages	1 second
Packaging Setup	Windows XP	22 pages	1 second

Reminders

Back Up Your Database Regularly

You should back up your EDEExpress database file (expres67.mdb) regularly so you do not lose your data. We recommend that you back up your files after each major update to your database (for example, packaging a large group of student records), or at least once a week. You should also back up your data before and after you run utilities as a precautionary measure.

EDEExpress does not include a backup utility. You must use your own backup software. Be sure to test your backup software regularly to verify that it can reliably restore your backups.

Optimize Your Database with Software Utilities

EDEExpress contains utilities that enable you to optimize your database to prevent problems. We recommend that you run the Compact and Repair Database and Verify Database utilities at least once a week. Be sure to create a backup of your database before and after running these utilities.

Run the database utilities in the following order:

- Compact and Repair Database
- Verify Database
- Compact and Repair Database

Run the Compact and Repair Database Utility

The Compact and Repair Database utility resolves inconsistencies in record storage and improves the performance of EDEExpress by optimizing the database (expres67.mdb) file and reclaiming space on your computer's hard drive. Running this utility at least once per week helps to prevent database problems.

Events such as a power outage or a Local Area Network (LAN) failure can corrupt your database if it occurs while EDEExpress is updating student records. If your system functions unpredictably (for example, you start getting database error messages, even for something as simple as a missing flag on a record), run the Compact and Repair Database utility.

Running the Compact and Repair Database function on a regular basis can make your database significantly smaller and improve EDEExpress' performance. The utility reduces the size of your database by organizing and storing records more efficiently and by removing any records that have been flagged for deletion.

Warning: Before using the Compact and Repair Database utility, be sure you have space on your hard drive that is at least equal to three times the current size of the database.

Prevent Problems with the Verify Database Utility

Each student record in EDEExpress has multiple parts that are stored in different database tables. The Verify Database utility checks the integrity of relationships between these tables. If EDEExpress shuts down due to a program error or halts abnormally while you are processing data, links between various parts of a record may become damaged. Verify Database repairs these damaged links within the database.

You should always run the Compact and Repair Database utility before and after running the Verify Database utility. Running this utility at least once per week is recommended as part of your preventative maintenance routine.

Warning: Before using the Verify Database utility, be sure you have hard drive space available that is at least equal to three times the current size of the database.